How to Obtain a Unique Entity ID or Register Your Entity in SAM.gov

Directions for Ohio LEA's

February 2025

Department of Education & Workforce

BACKGROUND INFORMATION

On April 4, 2022, the federal government stopped using the Data Universal Numbering System (DUNS) and start using the Unique Entity ID (UEI) as the official entity identifier. On and after that date, the DUNS will no longer be searchable in SAM.gov or used to register an entity.

WHAT IS A UEI?

A Unique Entity ID (UEI) is a unique 12-character alphanumeric value or identifier assigned to a specific entity. The Federal Government utilizes UEIs as the primary means of entity identification. Federal UEIs are required in accordance with 2 CFR Part 25. The federal government has opted to use the UEI to track how federal grant funds are allocated and expended.

WHAT IS SAM.GOV?

SAM (System for Award Management) is a Web-based government-wide registry for organizations doing business with the federal government. It is a federal system to collect, validate, store, and disseminate information about the federal government's partners, in support of the contract award, grants and electronic payment processes. It is free of charge to obtain a UEI from SAM.gov as well as for all organizations required to register with the federal government.

OBTAINING A UNIQUE ENTITY ID VERSUS REGISTERING YOUR ORGANIZATION.

While having a UEI is required for grantees receiving federal funds. Registering with the SAM is only required for primary awardees receiving funds directly from the federal government.

What's the difference between only obtaining a Unique Entity ID and registering your entity?

- Obtaining a Unique Entity ID only: Some entities who do business with the government may choose not to register in SAM.gov, for example, sub awardees. In this case, those entities cannot bid directly on federal contracts as a prime contractor or seek federal assistance as a prime awardee. If this is the goal of the entity, they can go to SAM.gov and get a Unique Entity ID only (no entity registration required).

- Registering your entity: An entity registration allows your organization the opportunity to receive a contract or assistance directly from the federal government, not from another contractor or awardee. You need to register your entity in SAM.gov when you want to bid on federal contracts as a prime contractor or seek federal assistance as a prime awardee. This registration includes receiving the Unique Entity ID.

- Click here for more details regarding Obtaining a Unique Entity ID versus Registering your organization.

All grantees receiving federal funds from the Ohio Department of Education are required to have a UEI. To begin the process of obtaining a UEI, proceed to Step One below.

STEP ONE
OBTAIN A UNIQUE ENTITY IDENTIFIER

THINGS TO KNOW BEFORE YOU BEGIN

To aid in the transition from DUNS to UEI, the Federal Government automatically assigned UEI's to all active and inactive SAM.gov registered entities. You do not need to update your existing registration to be assigned the UEI.

- How can I check to see if I already have a Unique Entity ID assigned to my entity?

Organizations (primes and subs) that already have a Unique Entity ID (SAM) can find it by following these instructions:
  - How to view your entity registration record in SAM.gov.

If you need to obtain a UEI (SAM), the steps are provided below.

- What information will I need to obtain a Unique Entity ID?

The data fields required to obtain a UNIQUE ENTITY ID are not changing from what you need to provide to get a UEI (DUNS). The data fields required:
  - Legal business name
  - Legal business address

Some entities may be asked to provide additional business documents to establish their identity.

- How much does it cost to receive a Unique Entity ID?

It is free of charge for all organizations required to register with the federal government to request a UNIQUE ENTITY ID from SAM.gov.

**NOTE: The online systems described in steps one and two below are not operated by the Ohio Department of Education & Workforce. These are simply complementary instructions provided to organizations to guide the process of obtaining a Unique Entity ID as a sub-awardee or registering in System for Award Management (SAM.gov) as a prime awardee with the US government. Any issues you may encounter with either step one or two should be directed to the help/support contacts provided within that instructional step. Thank you.

BEGIN THE PROCESS OF OBTAINING A UEI FOR YOUR ENTITY

Please view this video and see the Quick Start Guide for Getting a Unique Entity ID for detailed instructions to obtain a UNIQUE ENTITY ID.

STEP TWO

COMPLETE A REGISTRATION IN SAM.GOV (OPTIONAL)

THINGS TO KNOW BEFORE YOU BEGIN

If you have chosen to only obtain a Unique Entity ID as a sub awardee with the Ohio Department of Education and not register in SAM.gov please skip to STEP THREE.

A registration in SAM.gov is only required as a prime awardee who receives awards and contracts directly from the federal government. A Unique Entity ID will be assigned in the registration process.

- Why does my agency have to register to receive funds?

Registering with the SAM is required for primary grantees receiving funds. It is a federal system to collect, validate, store, and disseminate information about the federal government's partners, in support of the contract award, grants and electronic payment processes. Registration is also necessary for any organization to apply for grants through grants.gov.

- What will I need to register with SAM?

To register with SAM, at a minimum, you will need the following information:

U.S. Registrants:

- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.

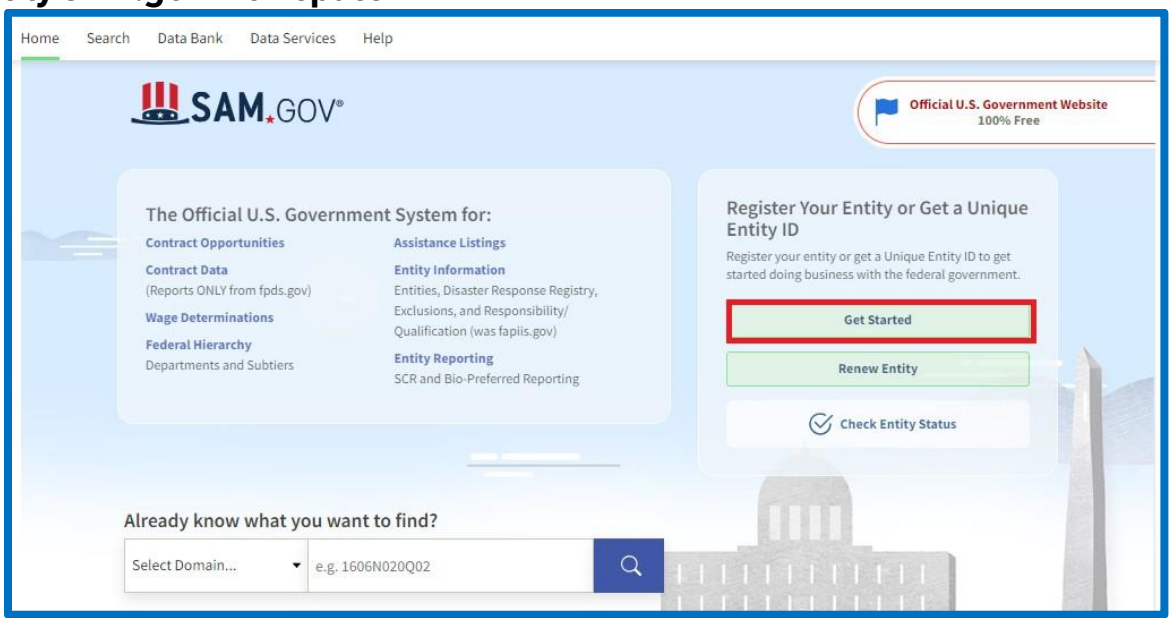
- Your bank's routing number, your bank account number, and your bank account type, i.e., checking or savings, to set up Electronic Funds Transfer (EFT).

BEGIN THE SAM REGISTRATION PROCESS

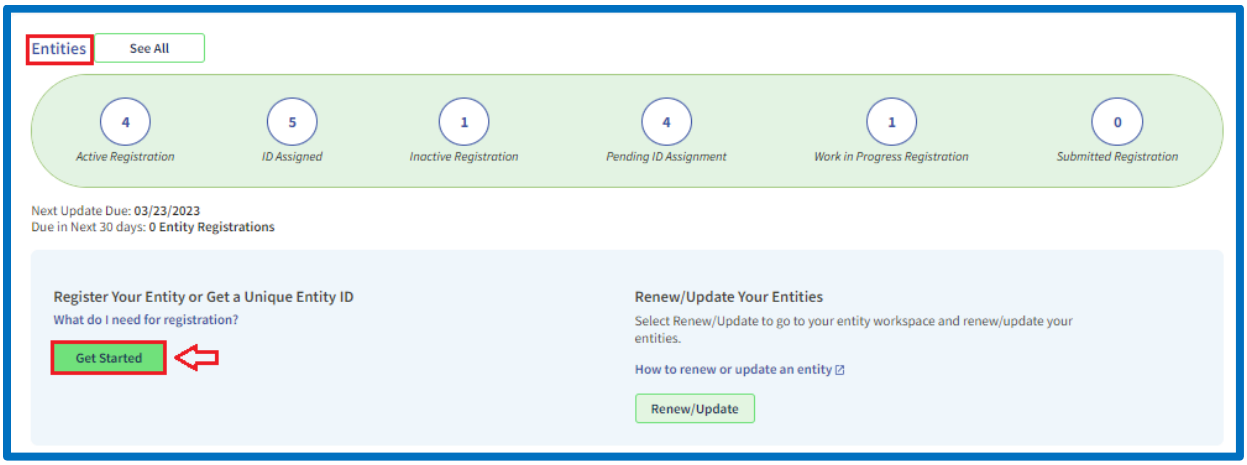
To begin registering an entity in SAM.gov:

1. Sign in to SAM.gov and go to your Workspace.
2. Begin entity registration in one of the following ways:
    - Select **Get Started** directly from the home page.

Entity SAM.gov Workspace

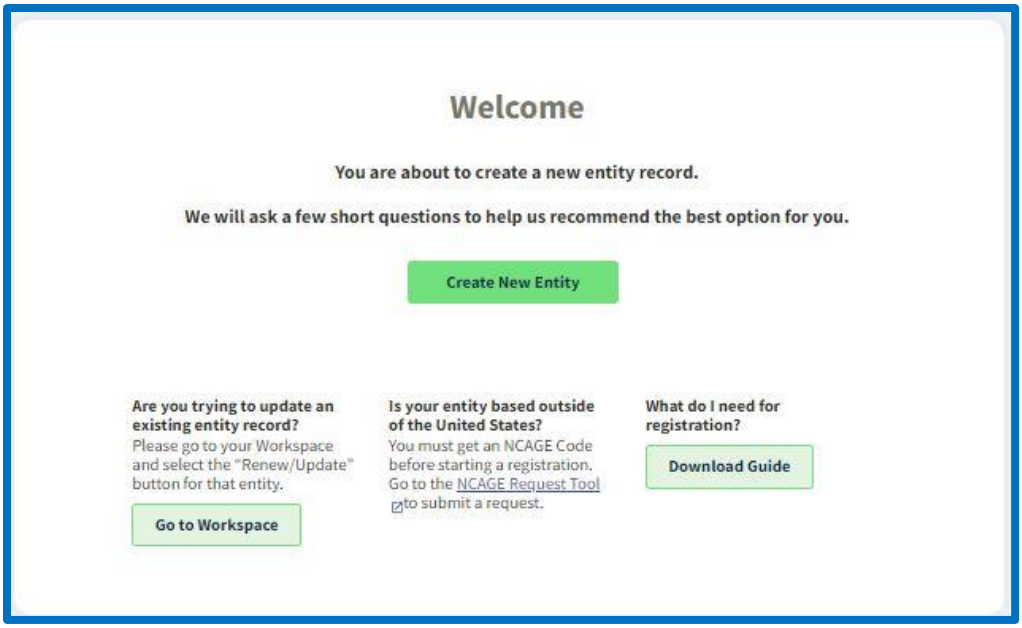


- In the Workspace:
    - Find the **Entities** widget and select **Get Started**



Department of Education & Workforce

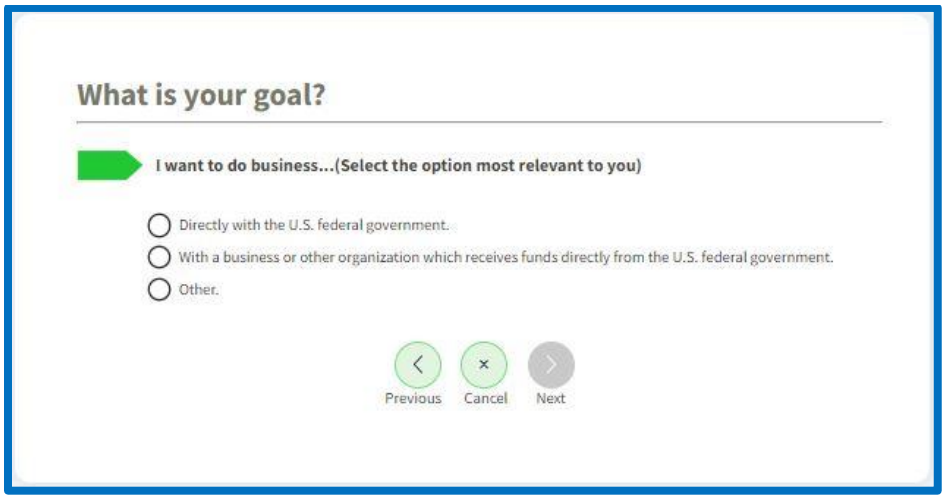
3. When the welcome screen appears informing you that you will be asked a few questions to help determine the best registration option for your needs, select the **Create New Entity** button



4. Select the answer to the following questions that best suits your needs and select **Next**

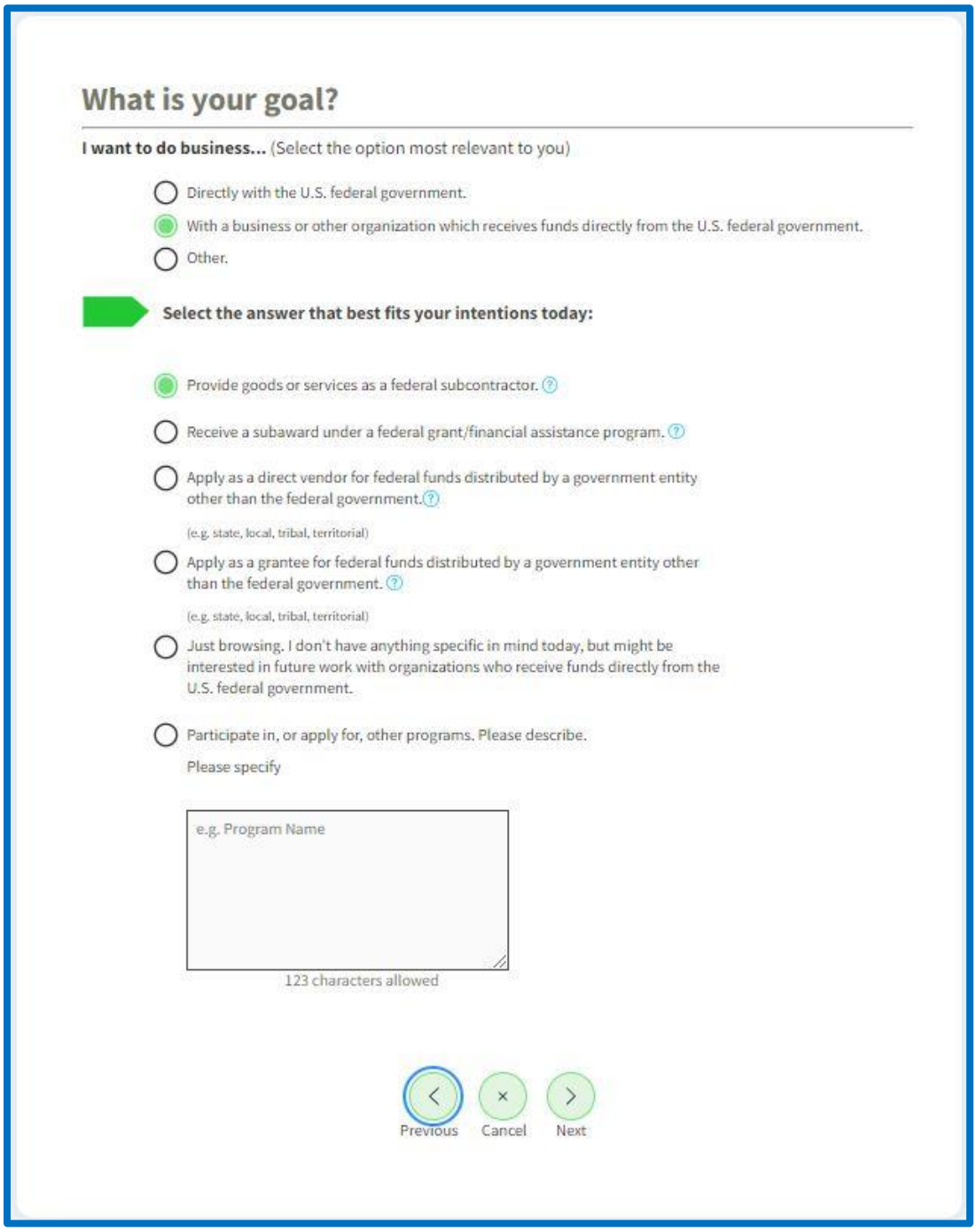
Note: The purpose of the registration questionnaire is only to be used as a suggestion tool based on the options you choose. There is no definitive right or wrong answer. If the suggestions provided do not meet your needs, you can choose another option. Refer to KB0070539 for a detailed video.

- "What is your goal?"



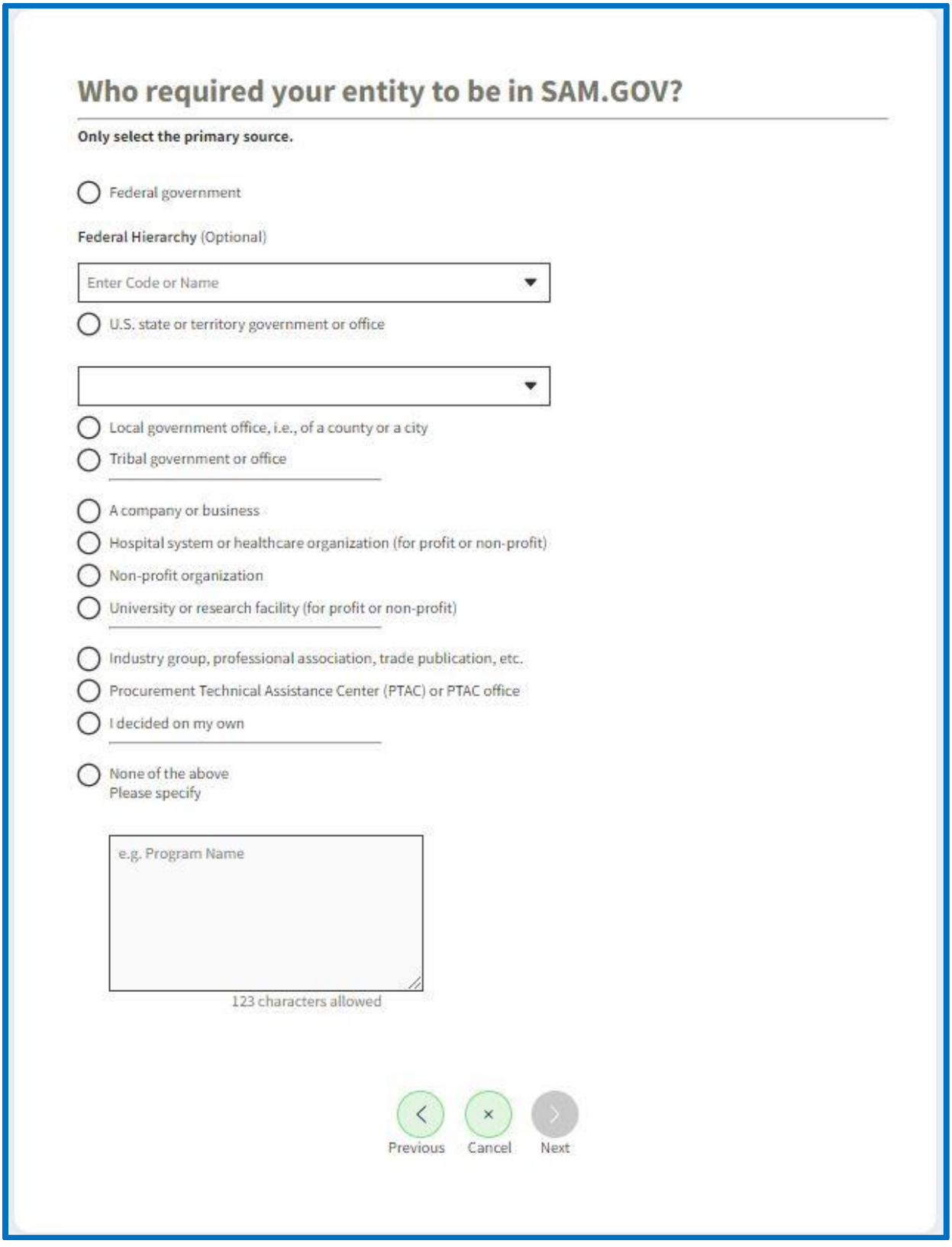
Department of Education & Workforce

- The questions that follow will vary based on your selection to the previous question.



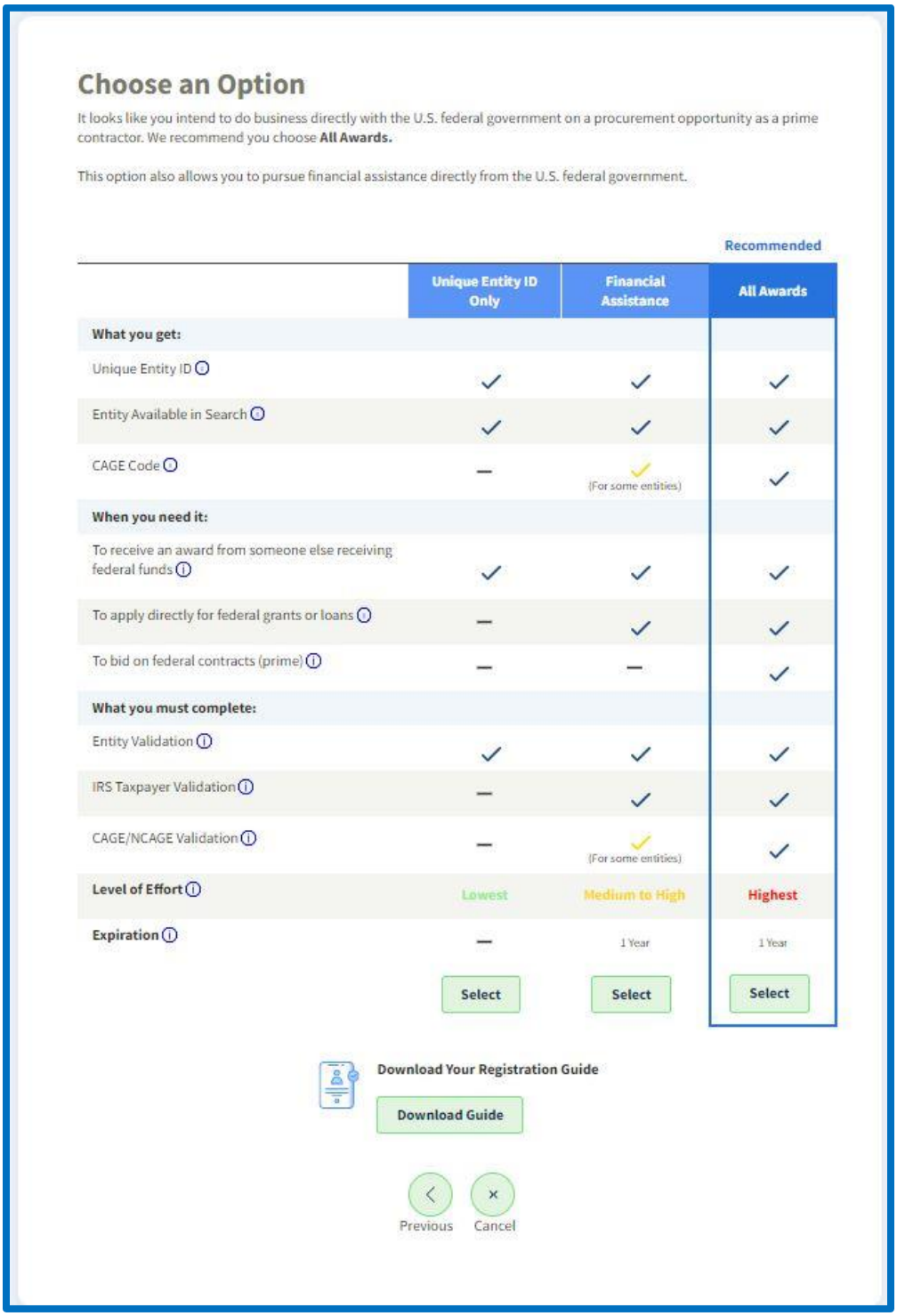
Department of Education & Workforce

- "Who required your entity to be in SAM.GOV?"



Ohio Department of Education & Workforce

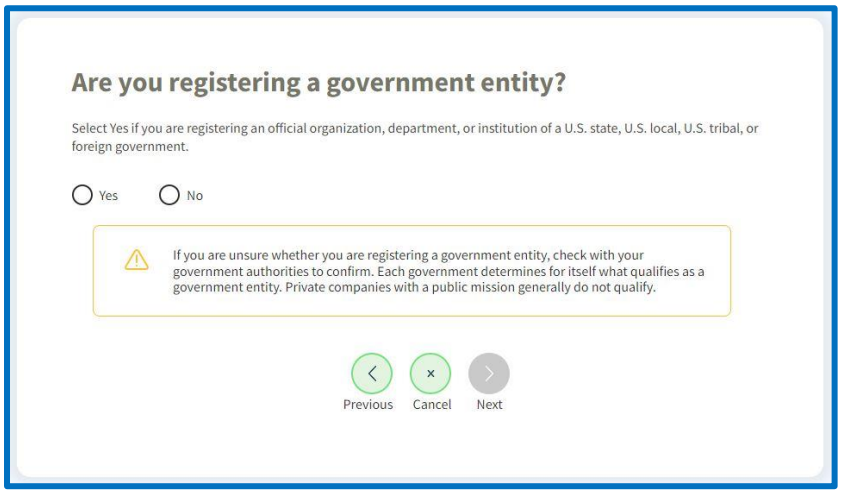
- You are prompted to select what you want to do with your entity registration with a recommendation based on your answers to the previous questions. Choose the **Select** button below one of the options in order to proceed.

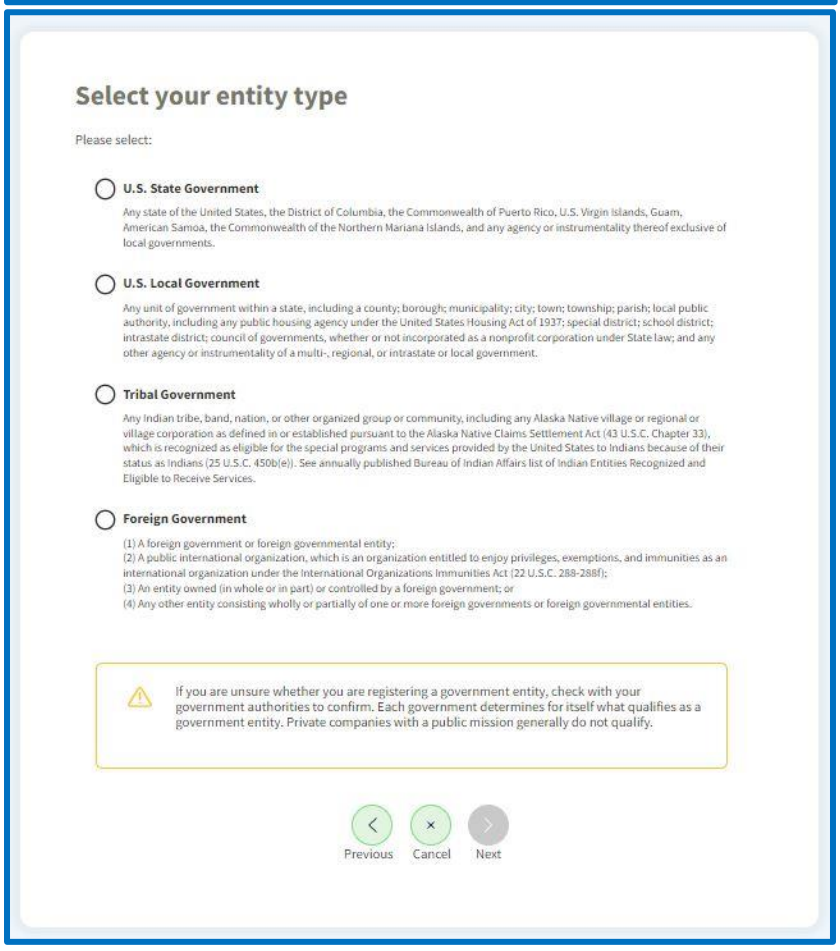


Department of Education & Workforce

5. You are asked, "Are you registering a government entity?" Select **Yes** or **No** and select **Next**.

- If you select "Yes," choose your government **entity type** on the next screen and select **Next**. If you are unsure what entity type you would be classified as, click here (KB0058180).

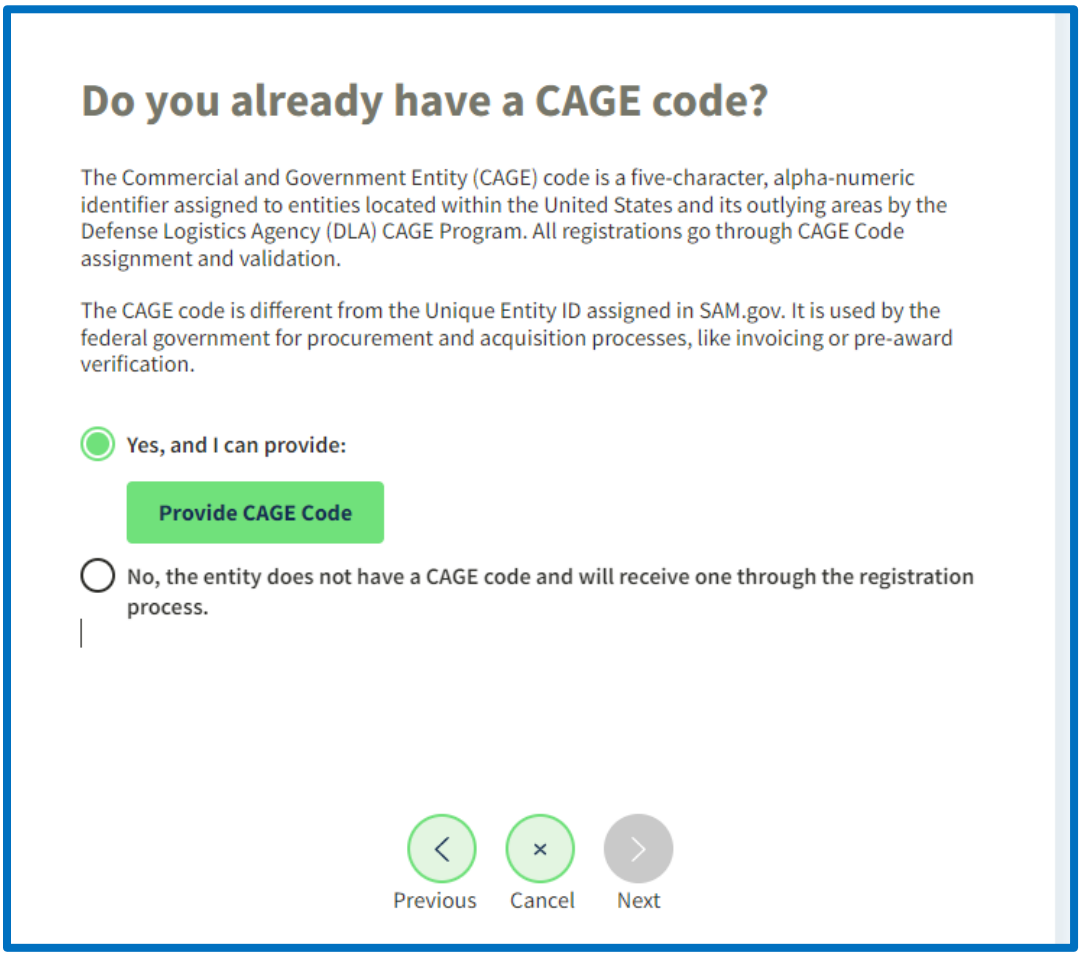




6. You are asked, "Do you have a CAGE code? (U.S entities) or "Do you have an NCAGE code? (For international entities). Select **Yes** or **No** and select **Next**.

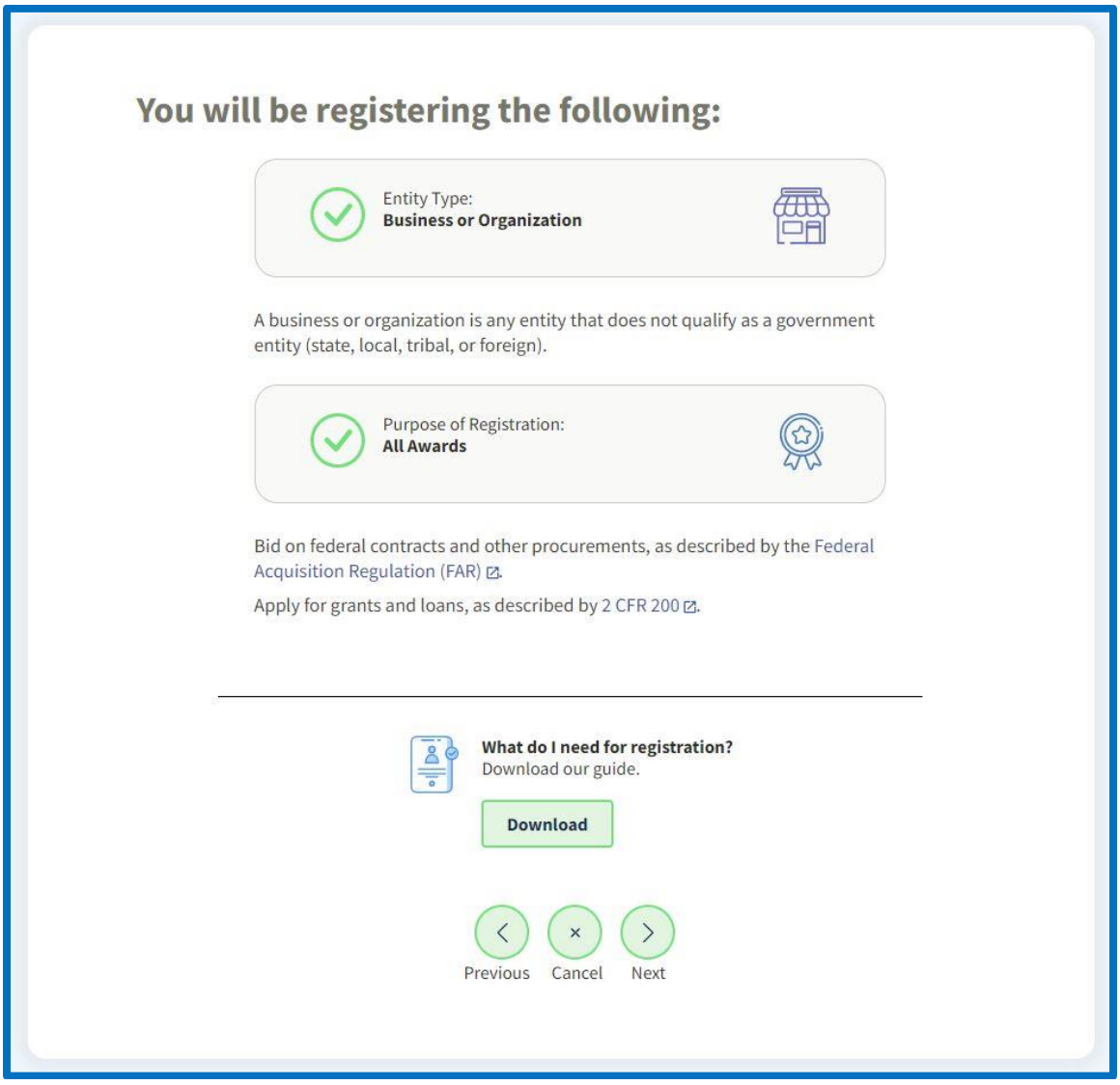
    - If you select "Yes", you will be required to enter your existing CAGE code.

Note: A CAGE or NCAGE is not required if you are applying for Financial Assistance Only. If you are registering to receive funding from the Department of Defense (DOD) and/or will be bidding on procurement contracts, a CAGE or NCAGE is required. International entities must [obtain the NCAGE prior to registering in SAM.gov (KB0016377).]



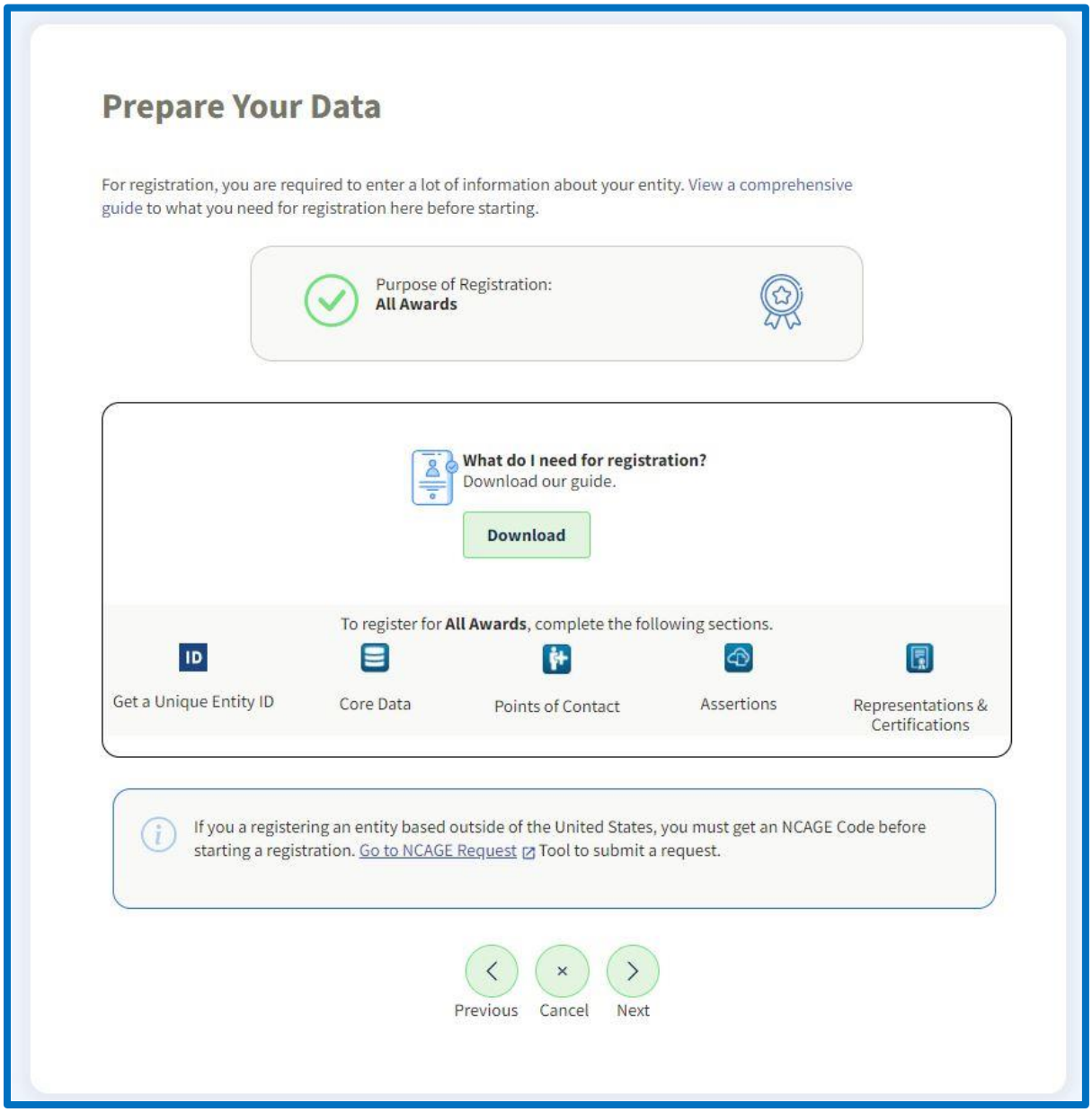
Department of Education & Workforce

7. On the next screen, your selections are displayed. Confirm your information is accurate and select **Next**.



Department of Education & Workforce

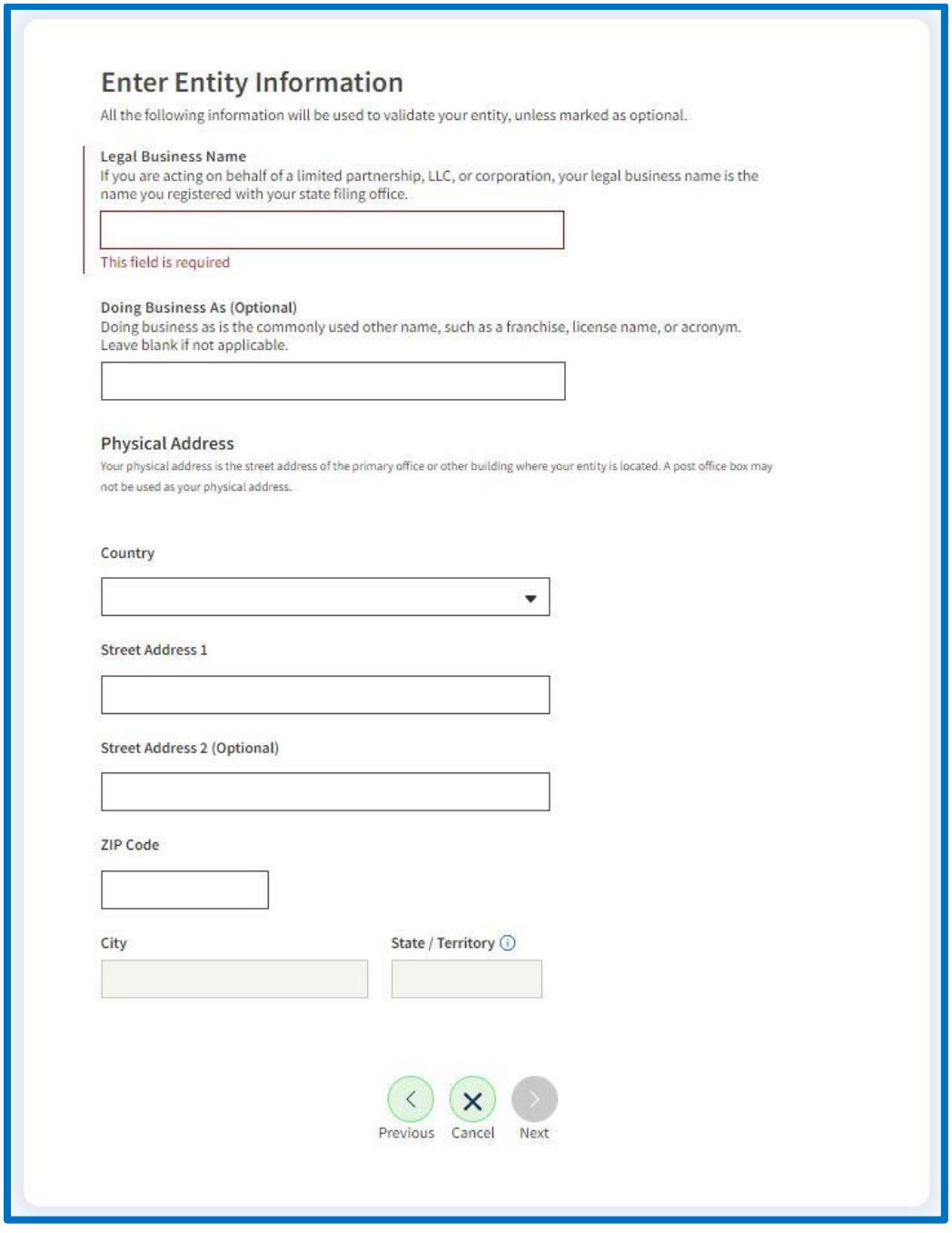
8. The **Prepare Your Data** screen displays. Review the list of sections required to be completed based on whether you previously selected you would like to register for financial assistance or all awards. Select **Next**.



Department of Education & Workforce

9. When the **Enter Entity Information** screen displays, enter your information and select **Next**.
   Definitions:

- Legal Business Name (KB0058175).
- Doing Business As (Optional)
- Physical Address (KB0058176).
- Country: If the "Next" button does not highlight, remove this field and re-enter.
- Zip Code +4: When you fill in the Zip Code, the city and state will populate automatically.



Department of Education & Workforce

10. Proceed through the validation process. For more information on validation, see this article (KB0058402).

11. Once you complete the validation process, obtain your Unique Entity ID, and start a registration, you are asked to enter your relationship to the entity you are registering (KB0067413). Indicate whether or not you are an employee or officer of the entity, then select **Next**.

12. If you are directly affiliated with the entity, you will see the **Registration Overview** page where each section of the registration is listed. This part of the registration should take around 45 minutes if you have all the required information. Complete each of the following sections (as applicable):

    - Core Data
    - Assertions (not required if registering for federal assistance opportunities only)
    - Representation and Certifications
    - Points of Contact (POCs), including optional POCs (you may remove optional POCs if they are no longer relevant.)

13. If you qualify as a small business, update your information in the Small Business Administration's (SBA) Dynamic Small Business Search (DSBS) or apply for a small business certification.

14. After you review the entire registration, select **Submit** on the **Entity Review** page.

15. When you select **Submit**, you will see confirmation on the screen that you have successfully submitted your registration. You will also receive a confirmation email. Your registration update will go through IRS verification and CAGE verification if applicable.

Note: Once you have submitted the update, you cannot make further changes until the submitted registration has completed its reviews.

What's next?

- How long does it take for my registration to become active? (KB0016357)
- How do I check the status of an entity registration or Unique Entity ID in SAM.gov? (KB0016313)
- What is IRS TIN processing? (KB0016540)
- How long does CAGE code processing take? (KB0016994).

If you notice your registration has been submitted for 15 business days or longer, verify the status of your entity in your Workspace and use the **Check Status** button on the home page of SAM.gov to see if both display the same submitted status:

- If they are the same- Contact CAGE to inquire about your processing status at 877-352-2255.
- If the statuses conflict, for example, the Workspace shows submitted but status tracker shows differently - contact the Federal Service Desk .

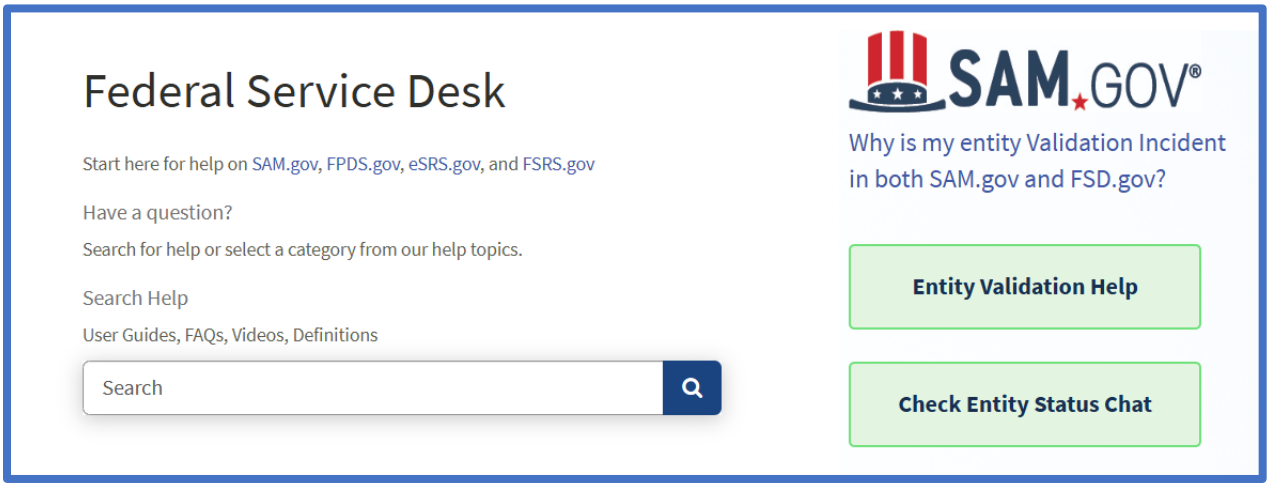
Note: It can take an additional 24-48 hours once activated in SAM.gov for the registration information to be available in other government systems.

ALERT: June 11, 2018: Entities registering OR making Administrator changes in SAM must submit a notarized letter appointing their authorized Entity Administrator.

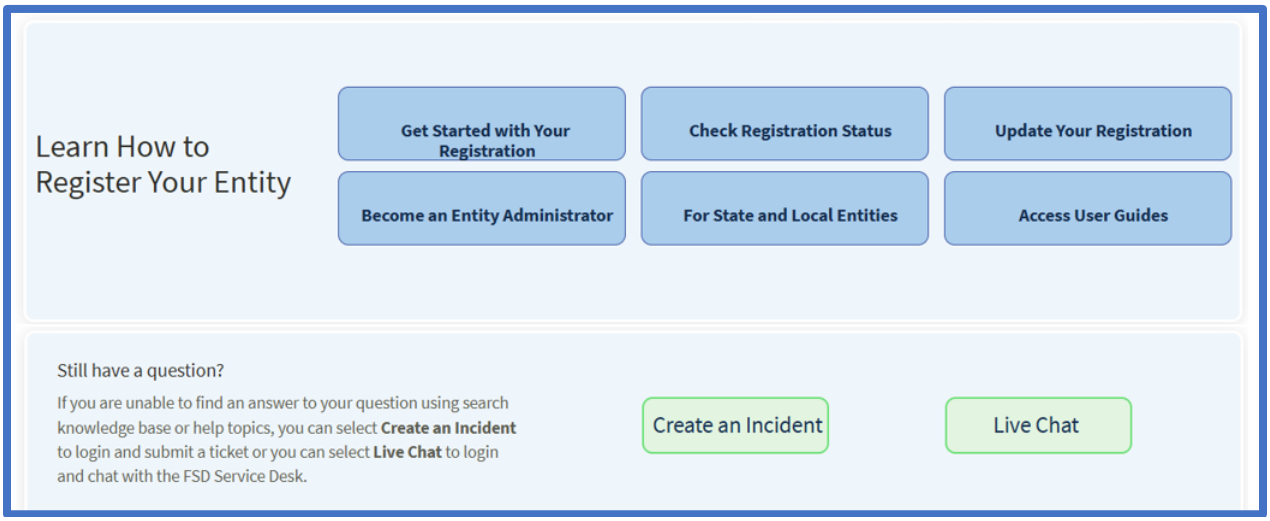
NEED HELP?

- What if I experience problems obtaining a UEI or with my SAM registration?

Please direct all technical difficulties to Federal Service Desk and **Create an Incident** or start a **Live Chat** with their Customer Service. Direct Phone calls can be made to (866) 606-8220.



Department of Education & Workforce



STEP THREE

ENTER YOUR ORGANIZATION'S UNIQUE ENTITY ID IN THE OHIO EDUCATIONAL DIRECTORY SYSTEM (OEDS-R)

THINGS TO KNOW BEFORE YOU BEGIN

Recipients of federal funds are required to enter their UEI into the Ohio Educational Directory (OEDS). OEDS supplies information to the Ohio Department of Education's grant system known as the Comprehensive Continuous Improvement Plan (CCIP). Entities that do not have a UEI entered in OEDS will not be able to successfully complete the grant submission process.

BEGIN THE PROCESS OF ADDING YOUR UEI TO OEDS

Please view How to Add UEI to OEDS for step-by-step instructions.

If you need assistance within OEDS, email OEDS.ContactUs@education.ohio.gov

If you need assistance or have general questions regarding the UEI process, please email FFATA.Reporting-UEI@education.ohio.gov